



African  
Development  
Foundation  
A UNITED STATES  
GOVERNMENT AGENCY

**AN EQUAL OPPORTUNITY EMPLOYER**

## **VOLUNTEER STUDENT INTERNSHIP SUMMER 2005**

### **DEVELOPMENT POLICY AND KNOWLEDGE DISSEMINATION DIVISION**

**WHO MAY APPLY/MINIMUM REQUIREMENTS:** U.S. citizens who are enrolled or accepted for enrollment (at least half-time) in a relevant college degree program either at the graduate or undergraduate level at the time the internship would be served. Applications will be accepted until May 20, 2005 or until this intern opportunity is filled.

**ABOUT THE AFRICAN DEVELOPMENT FOUNDATION AND THE INTERNSHIP PROGRAM:** The African Development Foundation (ADF) is an independent corporation of the United States Government. Its mandate is to foster the direct participation of African communities in their own development through community-led initiatives. ADF supports programs focused on micro and small enterprise development, building the capacity of small businesses to engage in profitable and sustainable trade and investment, HIV/AIDS prevention and mitigation, and participatory development methods and best practices. ADF currently provides grants to non-governmental organizations and small entrepreneurs in fifteen African countries. Typically, an internship is for a period of 10-12 weeks. The internship opportunity is located in Washington, DC. The Foundation is conveniently located at the McPherson Square Metro stop, and a student who uses public transportation is eligible for a transportation subsidy through the Metrochek Program.

**DESCRIPTION OF INTERN ASSIGNMENTS:** The intern will enjoy a professional work environment and will be given an opportunity to gain valuable, substantive experience. Assignments may include performing research for ADF project development and project review, and the drafting of documentation in support of ADF project approval. The intern also may perform background research and drafting of short articles on newly funded projects for ADF e-news and provide support in redrafting ADF website materials to reflect ADF's new strategic plan.

**KNOWLEDGE, SKILLS AND/OR ABILITIES REQUIRED:**

1. At least junior standing in a related course of study (e.g., business, economics, public affairs, journalism, international affairs, foreign policy/diplomacy, or finance or other related subjects).
2. Background in economics and African development issues.
3. Computer proficiency (skill in using MS Word, Excel and Access is highly desirable).
4. Good writing skills (an interest in journalism/public affairs would be a plus but is not required).
5. Proficiency in French or Portuguese is desired but not required.

**HOW YOU WILL BE CONSIDERED:** The intern program coordinator for the division will make a selection decision based on relevancy of coursework and/or experience to the intern assignments as well as any other factors that indicate likely success in the intern position. These factors may include, but are not limited to, a personal interview, GPA, academic and other related honors, references (if requested) and/or a writing sample (if requested).

**NOTICE TO APPLICANTS:** If you have not been contacted within eight weeks of your application you may assume that, in competition with other applicants, you were not referred for an interview.

**APPLY TO:** Student Intern Program - KLD  
Human Resources  
African Development Foundation

1400 I Street, NW  
Suite 1000  
Washington, DC 20005  
(FAX 202-673-3810; Attention: Human Resources, Student Intern Program-KLD)  
(Electronic: [jobs@adf.gov](mailto:jobs@adf.gov), subject line: Student Intern Program-KLD)

**SUBMIT:**

1. **REQUIRED:** A resume -OR- [OF-612](#), "Optional Application for Federal Employment." Include your citizenship and degree program, and indicate your status as a student (i.e., full-time or at least half-time enrollment). See attached guidance on information to include.
2. **REQUIRED:** Unofficial transcript -OR- other list of courses, grades, and semester hours completed.
3. **OPTIONAL:** Supplemental statement addressing any desired classroom or work experience that may relate to the internship description(s) and/or the desired knowledge, skills and abilities listed above. While this is optional, the supplemental statement is recommended.

**OTHER REQUIREMENTS:** The tentative selectee will be required to complete a Declaration for Federal Employment, [OF-306](#) to determine suitability for Federal appointment (felony convictions will not meet suitability requirements). A background investigation conducted by the US Office of Personnel Management on behalf of ADF may be required depending on the length of appointment and/or nature of assignments. A tentative selectee will be required to verify his/her status as a student enrolled at least half-time in a relevant college degree program. U.S. citizenship is required. A selectee, if male and born after December 31, 1959, must be registered with the Selective Service System and will be required to sign a certification.

**NOTE:**

1. ADF provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. You may call 202-673-3916, x129 for assistance.
2. ADF program information is available on [www.adf.gov](http://www.adf.gov).
3. Student volunteers are not Federal employees for any purpose other than injury compensation, law related to the Tort Claims Act, and public transportation subsidy. Service is not creditable for leave or any other future Federal employee benefits. (5 U.S.C. §3111)

# Resume/Application Information

## Job Information

- Indicate that you are applying for a volunteer summer internship in KLD (the Development Policy and Knowledge Dissemination Division)

## Personal Information

- Full name, mailing address, day and evening phone numbers and, if applicable, email address
- Social Security Number
- Country of citizenship (must be a U.S. citizen to be eligible)

## Availability

- Earliest date available to begin internship.

## Education

- Colleges and Universities
  - Name, city, state
  - Major(s)
  - Type of degree and year received (or total semester/quarter hours earned)
  - GPA
- Other educational programs, if relevant (e.g., post-graduate certificate, paralegal certificate, etc.). List year received and total hours of program.
- Submit a copy of your college transcript or a list of your relevant coursework (including hours and grades)

## Job-Related Work Experience

For both paid and non-paid relevant work experience and internships, please provide:

- Job title (include series and grade if Federal job)
- Name of employer, supervisor's name, and supervisor's telephone number (please indicate if you do not want us to contact your current supervisor; however, prior to a firm internship offer the agency will conduct a reference check with the student's current and/or former supervisor and/or other references )
- Starting and ending dates (month and year)
- Hours worked per week
- Annual salary
- Duties and accomplishments (do not send copies of official position descriptions)

## Other Job-Related Qualifications

- Relevant skills (e.g., foreign languages, computer software/hardware proficiency, etc.)
- Relevant training courses, hours of instruction and dates
- Relevant certificates and licenses and dates
- Relevant honors, awards, etc. (e.g., memberships in professional and honor societies, publications, leadership activities, performance awards, special achievement awards, etc.). Give dates, but do not send documents/certificates unless requested.